

Space Allocation and Facilities Branch,  
Services Division, Office of Logistics

23 November 1964

CIA Records Administration Staff/DDS

Request for Secure Area, 1C-6207, Headquarters

1. A review of your request for securing Room 1C-6207, Headquarters Building, was made by [ ] of this Staff.

2. Although his findings indicate that no substantial savings in floor space would result from converting safe-type to non safe type filing equipment, it is evident that other advantages as follows would result:

a. Release of 3 - four drawer legal safes, 9 - two drawer desk safes and 8 - safe type Kardex cabinets for less costly non-safe type filing equipment. At the present time 2 drawer desk safes are in demand and the Agency supply is very low.

b. Provide secure emergency space for the storage of the flex-o-line locator files maintained in the telephone operators' room adjacent to your office. This would relieve the problem of securing these flex panels during fire drills, evacuation drills or during an actual period of emergency.

c. Elimination of time required to open and close 20 pieces of safe type equipment each day.

3. In view of the above, I feel that approval of this request is justified. We will be very happy to assist you in selecting equipment capable of easily rolling these flex-o-line files from the telephone room to the proposed secure area at time of need.

CC; [ ]

Distribution:

Orig - Addressee

1 - RAS File ( Security 1 )

DDS:RAS [ ]

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